Minutes of the

Meeting of the Executive Committee

of the

World Council of Churches

24 – 25 August 2009

Meeting held at the

Ecumenical Centre, Geneva, Switzerland

These minutes have no official status until received, amended as necessary and approved by the Executive Committee at its next meeting. The official proceedings of the Executive Committee consist of a documented record of decisions taken by the Committee along with the texts of documents acted upon. The introductions to agenda items and summaries of presentations and discussions are prepared by the minute-taker for background information only, and should not be cited as part of the official proceedings of the meeting nor as such attributed to the speakers' names.

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of the World Council of Churches
24-25 August 2009
Geneva Switzerland

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1 MORNING PRAYER

The executive committee met for prayer each morning in the chapel of the Ecumenical Centre. On Monday 24 August, Archbishop Vicken Aykazian preached on reconciliation from 2 Corinthians 5:19-20. On Tuesday 25 August, the worship centered on Matthew 5:21-26 "…first be reconciled to your brother or sister, then come and offer your gift."

2 OPENING ACTIONS

2.1 Call to order

The executive committee met in decision session. Rev. Dr Walter Altmann, moderator of the central committee of the World Council of Churches, called the executive committee to order at 9:15 a.m. on 24 August 2009 and welcomed the committee members and staff present.

2.2 Roll call and seating of substitutes

Rev. Dr Samuel Kobia, general secretary of the World Council of Churches, greeted the committee and called the roll of members present (see Appendix I). He particularly welcomed Ms Diana Chabloz, a new member of the General Secretariat administrative staff.

Apologies were received from five members. Archpriest Mikhail Gundyaev was proposed as a substitute for Archbishop Dr Hilarion Alfeyev; his seating was approved by consensus.

The moderator declared the meeting to be properly seated with a quorum in attendance.

2.3 Adoption of agenda

The agenda, as revised by the officers, was presented by the general secretary and adopted by consensus.

2.4 Minutes of the previous meeting

The minutes of the February 2009 meeting of the executive committee were presented by the general secretary. One correction was proposed:

- on page 36, the phrase "so that matters" is mistakenly printed twice

With this correction, the minutes were approved by consensus.

2.5 Sharing of news from executive committee members

The moderator invited sharing from those present of joys, challenges and sorrows from the ecumenical community since the last meeting of the executive committee.

2.6 Membership of sub-committees

Rev. Dr Samuel Kobia reviewed the membership of the sub-committees (see Appendix II), which was confirmed by the executive committee.

3 Moderator's Address

Rev. Dr Margaretha M. Hendriks-Ririmasse moderated a hearing session. Rev. Dr Walter Altmann shared the themes of his upcoming address to the central committee – ecumenical "ownership" and commitment – drawing on John chapter 6, and highlighted the items which will be covered in the address. Members appreciated the moderator's reflections.

4 General Secretary's Report

Rev. Dr Margaretha M. Hendriks-Ririmasse moderated a hearing session. Rev. Dr Samuel Kobia, general secretary, presented a summary of his upcoming report to the central committee, noting that this will be his last such report. He plans to use this opportunity to reflect on the central theme of his personal ecumenical journey – hope. Members were grateful for the highlights presented and looked forward to the comprehensive report during the upcoming central committee.

5 Public Issues

The executive committee met in decision session. Dr Mathews George, Interim Programme Director for Public Witness and Director of CCIA, proposed that the executive committee consider the following public issues in preparation for their possible adoption by the central committee:

- Statement on just finance and the economy of life
- Statement on eco-justice and ecological debt
- Statement on sexual violence against women in the Democratic Republic of Congo
- Statement on Israel and the Occupied Palestinian Territory
- Statement on caste-based discrimination
- Minute on the right of conscientious objection to military service
- Progress report of the study on genocide in the context of the "Darfur Crisis"

Members of the executive committee suggested that the central committee also be presented with a short informational dossier on other ongoing public issues of concern to the ecumenical family, including Iraq, Pakistan and Afghanistan.

Concerns were expressed about the process, content and intentions of several of the proposed actions. It was hoped that the specifically Christian nature of churches' reflections be further brought out in the texts. All of these comments can be raised when the central committee takes up its work on public issues.

The executive committee approved by consensus forwarding the list of seven public issues actions to the central committee for its consideration.

6 WORKING GROUP ON GOVERNANCE

6.1 Report of the working group on governance, accountability and staff policy

Rev. Dr Walter Altmann moderated a hearing session and invited the working group on governance, accountability and staff policy to present highlights of their upcoming report to the central committee. Ms Birgitta Rantakari (co-moderator) and Dr David Goodbourn and Ms Anne Glynn Mackoul (rapporteurs), presented the report and invited discussion. Many substantive reflections were offered, and the working group was asked to bring further clarification to the executive committee on two items:

- the mandate and composition of the proposed "Internal Audit Committee" including how it relates to the existing Audit Committee
- the definition of the term "ex officio" and the decision-making rights of those who serve as ex officio members

6.2 Follow-up report on the two referred issues

Rev. Dr Walter Altmann moderated a decision session. Ms Birgitta Rantakari presented a follow-up report on the two issues raised in the previous session.

Through discussion between the working group leadership, the KPMG consultants and members of the finance committee, a new consensus on the mandate and composition of the audit committee has been achieved. The executive committee appreciated the clarifications provided, and looked forward to seeing the new understanding reflected in the document when it will be presented to the central committee.

Regarding the role and decision-making rights of "ex officio" members, Ms Rantakari reported that the working group had made some preliminary consultation but was not ready to bring a specific recommendation. It was recognized that there are different understandings of the matter in different cultural and ecclesial contexts. The executive committee approved by consensus to recommend to the central committee that the question of "ex officio" be referred to the proposed continuation committee on governance for further study and development, and be placed on a decision agenda at a later date.

6.3 Report of the staffing and nominations committee regarding the governance group

Rev. Dr Margaretha M. Hendriks-Ririmasse moderated a decision session, and invited H.E. Metropolitan Prof. Dr Gennadios of Sassima to present the work of the staffing and nominations sub-committee in regard to the report of the working group on governance, accountability and staff policy.

The sub-committee asked for clarification on the intention of the reference to "persons" in the phrase "to delegate specific governance functions to the executive committee or to other bodies or persons." Dr David Goodbourn replied that the working group had no specific scenario in mind, but did not wish to limit the flexibility of the central committee in the future. With this explanation, the executive committee was content to leave the text as presented by the working group.

The executive committee approved by consensus the following alteration to the working group's report:

- Immediate recommendation 3 – replace the word "themselves" with the word "itself."

The executive committee approved by consensus the following alterations to the working group's Appendix 6 – Proposed changes in Rules:

- Rule VI.2 – reorder the proposed points so that the current e) becomes c).
- Rule XII.2 – add additional content such that the final sentence reads: "In the case where a general secretary is incapacitated, or when the position of general secretary becomes vacant, the executive committee shall appoint an acting general secretary, determining the range of responsibilities during his/her term."
- Rule XII.1 – delete the words "election or" and "collectively".

The executive committee approved by consensus recommending the working group's report and appendices, as revised, to the central committee for its consideration.

7 PROCEDURES FOR THE ELECTION OF THE GENERAL SECRETARY

7.1 First discussion of procedures for the election of the general secretary

Rev. Dr Walter Altmann moderated a closed decision session and drew attention to the proposal for procedures for the election of the general secretary. Ms Anne Glynn Mackoul presented the proposal, noting that it is drawn largely from the precedent of the 1992 election. Discussion raised substantive matters, reiterating the importance of transparency in the administration of the election of the general secretary. The committee asked Ms Anne Glynn Mackoul and Eden Grace to return with a more detailed description of the voting process.

7.2 Second discussion of procedures for the election of the general secretary

Rev. Dr Walter Altmann moderated an open decision session and invited Ms Anne Glynn Mackoul to bring the result of her and Eden Grace's consultations on the technical aspects of the voting process. She read a paper which, if accepted, will be incorporated into the proposal to the central committee.

She noted the particular question of how abstentions are treated. In normal voting procedures, as given in Rule XX.10.f, abstentions are considered among the number of valid votes cast. As there is no precedent in the 1992 procedures for treating abstentions differently in the case of the election of a general secretary, the executive committee concurred that the normal treatment of abstentions should prevail.

The committee recognized that there remains a scenario in which the number of abstentions could be enough to prevent either candidate from receiving a simple majority. A proposal was approved to allow for a re-vote in such a situation.

It emerged in discussion that there are cultural differences in the interpretation of the term "simple majority" – whether it is understood as one vote more than half the votes cast, or whether it is understood as the choice with the most votes, even if it is less than 50% of

the total valid votes cast. It was agreed that in the life of the council, the term "simple majority" shall be understood as one vote more than half.

The executive committee approved by consensus recommending the entire set of election procedures, as revised, to the central committee for their adoption.

8 SEARCH COMMITTEE

Rev. Dr Walter Altmann moderated a closed hearing session and invited Dr Agnes Abuom, moderator of the search committee, to present an overview of the report the search committee will be making to the central committee. The executive committee was grateful for the report and will continue to pray for divine guidance in the upcoming election.

9 RE-DEDICATION OF THE PLENARY HALL

Rev. Dr Walter Altmann moderated a closed decision session. Rev. Dr Samuel Kobia reported that the officers recommend dedicating the newly-renovated main plenary hall in honor of the first general secretary, Willem A. Visser 't Hooft, with a ceremony of dedication on the morning of Wednesday 26 August, prior to the central committee's first use of the hall.

Rev. Carmen Lansdowne expressed her profound disappointment that the naming of the hall was not used as a fundraising opportunity, noting that this decision further complicates the implementation of the income development strategy. The general secretary clarified that processes are underway in the Dutch context which would seize the occasion of the dedication of the hall in honor of Visser 't Hooft for special fundraising.

The executive committee approved by consensus the proposal to name the hall in honor of Visser 't Hooft.

10 PREPARATIONS FOR CENTRAL COMMITTEE

10.1 Central committee agenda

H.E. Metropolitan Prof. Dr Gennadios of Sassima moderated a decision session. The general secretary presented the proposed agenda and timetable for the central committee, noting that the suggestions of the executive committee in February 2009 were taken into account. The executive committee approved by consensus recommending the agenda to the central committee for its adoption.

10.2 Consensus procedures

Mr Georges Lemopoulos reported that Dr Jill Tabart will be present in this central committee as an advisor for the consensus procedures, to work alongside Ms Tara Tautari to ensure the smooth running of the business sessions and the continuing training of moderators and rapporteurs. Mr Georges Lemopoulos also announced that a small booklet on consensus decision-making has been prepared for easy reference of the members.

10.3 Evaluation

Rev. Dr Samuel Kobia presented an analysis of the evaluation forms from the 2008 central committee, which was received with appreciation.

11 NOMINATIONS

11.1 Presentation of the nominations

H.E. Metropolitan Prof. Dr Gennadios of Sassima moderated a decision session. The general secretary presented the proposed nominations regarding governing bodies and consultative groups. The executive committee referred this document to the staffing and nominations sub-committee for consideration.

The general secretary presented the proposed membership of the committees of the central committee. This document was approved by consensus.

11.2 Report of the staffing and nominations sub-committee regarding nominations to governing bodies and consultative groups

Rev. Dr Margaretha M. Hendriks-Ririmasse moderated a decision session, and invited H.E. Metropolitan Prof. Dr Gennadios of Sassima to present the work of the staffing and nominations sub-committee regarding nominations.

A question was raised about the mandate of the assembly planning committee, and whether it would be appropriate to specify that the governance and business aspects of the assembly be planned by a sub-committee consisting of the World Council of Churches-appointed members of the APC. The executive committee felt that this could be a useful clarification of roles, and invited the policy reference committee to consider it as part of its work on the assembly.

The executive committee approved by consensus the following alterations to the proposed nominations to governing bodies and consultative groups:

- Item 1.d – since Archbishop Abba Zekarias' letter of resignation from central committee has not yet been received, Abba Philipos should be seated as a substitute rather than replacement.
- Item 3 – consolidate points b, c and d into a single list of the 14 nominees to the assembly planning committee.
- Item 3.b – remove the name of Ms Anne Glynn Mackoul from the list, and replace with the name of Archbishop Nifon of Targoviste.

The executive committee approved by consensus recommending the nominations to governing bodies and consultative groups, as revised, to the central committee for its consideration.

Archbishop Vicken Aykazian wished to be noted in the minutes as objecting to the nominations to the assembly planning committee.

11.3 Report of the staffing and nominations sub-committee regarding nominations to committees of the central committee

Although the proposed membership of the committees of the central committee was already approved, the staffing and nominations sub-committee brought the proposal that Justice Sophia O.A. Adinyira be named as acting moderator of the nominations committee during the interval in which Bishop Samuel Robert Azariah will be absent from the upcoming central committee meeting. The executive committee approved this proposal by consensus.

12 ASSEMBLY

12.1 Assembly discernment committee

H.E. Metropolitan Prof. Dr Gennadios of Sassima moderated a hearing session. Rev. Dr Martin Robra presented an overview of the two documents related to the assembly discernment committee which will be coming before the central committee. The executive committee referred them to the assembly matters sub-committee for consideration.

12.2 Assembly venue

The general secretary invited Rev. Rui Bernhard to present an overview of the report on the search for an assembly venue. Four potential sites have been visited.

H.E. Metropolitan Prof. Dr Gennadios of Sassima announced, on behalf of H.A.H. Eumenical Patriarch Bartholomew, that the church wishes to withdraw Rhodes from consideration for the assembly venue, and urges that the assembly be held in Damascus.

Mr Douglas Chial answered questions about the financial implications of the venue choice, and stated that the goal at this time is to spend no more on the 2013 assembly than was spent on the 2006 assembly.

The executive committee asked for additional cost comparisons to be developed prior to the central committee session on this matter, while also remaining mindful that the choice of a venue has more to do with the character and impact of the assembly than with its cost.

The venue search was referred to the assembly matters sub-committee for consideration.

12.3 Report of the assembly matters sub-committee

Rev. Dr Margaretha M. Hendriks-Ririmasse moderated a decision session and invited Ms Margareta Grape to present the report of the assembly matters sub-committee. She reported that the sub-committee had a fruitful dialogue with staff, suggesting various ways that the plenary presentation and policy reference committee discussion of assembly matters could best be facilitated.

The sub-committee noted that, according to the WCC's rules, consensus procedures will be used in the selection of the assembly venue. It is possible to move to a voting procedure if consensus proves impossible, but the sub-committee urged that consensus be seriously attempted in this case.

The sub-committee suggested that the venues which are not selected to host the assembly be invited to host a meeting of the executive or central committee in the near future.

The executive committee received the report of the sub-committee with appreciation.

13 FINANCE

13.1 Preliminary finance report

Rev. Dr Margaretha M. Hendriks-Ririmasse moderated a hearing session, and invited Ms Elaine Dykes and Mr Mark Johnson to present the finance overview. With gratitude for the clarity of the report and concern for the continuing downward trend in contributions, the report was referred to the finance sub-committee for consideration.

13.2 Report of the finance sub-committee

Rev. Dr Margaretha M. Hendriks-Ririmasse moderated a decision session and invited Dean Anders Gadegaard to present the report of the finance sub-committee.

13.2.1 Review of the finance committee's annotated agenda

The sub-committee reviewed the finance committee agenda and the executive committee approved it.

It was confirmed that the KPMG audit partner would attend the opening session and that Rev. Carmen Lansdowne would present a report from the audit committee. The moderator of the pension fund board would attend the finance committee to present an update on the status of the pension fund.

The sub-committee agreed to allocate time for a discussion of the recommendations arising from the report of the working group on governance, accountability and staff policy by extending the working session slightly on Friday.

13.2.2 Finance overview

The finance sub-committee discussed the finance presentation made to executive committee, with a view to interpreting the issues for central committee in the preliminary finance report.

In addition to the decreasing level of membership contributions, the declining number of member churches contributing was of serious concern. The sub-committee noted, however, that considerable efforts had been made with some success by some governing body members to encourage inactive churches to renew their relationship with the Council by making their membership contributions.

It was noted that the finance overview showed declining staff costs from 2008 to 2010. In presenting this information to central committee, it would be helpful to include the "full-time equivalent" staff statistics for each year.

13.2.3 Principles of ethical business conduct

The self-evaluation of internal controls, conducted in November 2008, identified the need to issue principles of ethical business conduct.

The sub-committee discussed the draft document, *Principles of ethical business conduct.* It was determined that an article should be added addressing the application of the policy, with reference to the Staff Rules and Regulations and other policies.

The report of the working group on governance, accountability and staff policy, para. 7.7.4, includes the following recommendation: *"that a code of ethics, signed by each employee, be included as an appendix to the Staff Regulations as part of each employee's contract."*

The finance sub-committee considered that the above recommendation would be satisfied by including the *Principles of ethical business conduct* within the Staff Rules and Regulations, and by referring to those Rules and Regulations in the employment contract as conditions of employment in accordance with current practice.

The sub-committee considered that on appointment, members of governance should also sign a similar statement of ethical principles governing their conduct.

Upon recommendation of the finance sub-committee, the executive committee approved by consensus:

- to approve and adopt the *Principles of ethical business conduct* as attached at Appendix III;
- to communicate the *Principles of ethical business conduct* to central committee members for information;
- to require that the General Secretary communicate the *Principles of ethical business conduct* to staff, and include them in the forthcoming revision of the Staff Rules and Regulations; and
- to require that a draft *Principles of ethical business conduct for governing body members* be presented for review and approval at the next executive committee meeting.

13.2.4 Anti-fraud and corruption policy

The self-evaluation of internal controls identified the need to issue an anti-fraud and corruption policy.

The sub-committee reviewed the proposed *Anti-fraud and corruption policy* which aims both to recognize the responsibilities of governance and to guide staff in preventing and combating fraud in the organization. It was noted that in principle iv, the draft *Anti-fraud and corruption policy* addresses the recommendation of the working group on governance, accountability and staff policy at Annex 5, point 3.f, that the personnel committee *"prepare a whistle-blowing policy"*.

The sub-committee recommended that the requirement to train staff in fraud awareness be clearly segregated in the document from other principles. In addition, a clear emphasis should be placed on the responsibility of staff to raise and report concerns related to suspected fraud.

Upon recommendation of the finance sub-committee, the executive committee approved by consensus:

- to approve and adopt the *Anti-fraud and corruption policy* as attached at Appendix IV;
- to communicate the *Anti-fraud and corruption policy* to central committee members for information;
- to require that the general secretary communicate *Anti-fraud and corruption policy* to staff, and include it in the forthcoming revision of the Staff Rules and Regulations.

13.2.5 Report on implementation of the policy on offices outside Switzerland

The finance sub-committee received a report on the implementation of the policy on offices outside Switzerland. The sub-committee took note of the actions in progress, and required that a report on the status of open issues be presented in 2010.

13.3 Discussion

It was noted that the proposed anti-fraud policy deals with internal fraud, and that a separate process will be undertaken regarding policies for protection against external fraud. Likewise, a document stating ethical and anti-fraud norms for members of governing bodies is envisioned.

There was concern that the theological aspects of ethical conduct should be more deeply explored. It was noted that in future this type of work will be assigned to the proposed personnel committee, if such committee is formed.

The finance committee was asked to include a list of the 13 World Council of Churches locations outside of Geneva when reporting to the central committee.

14 PROGRAMME

Rev. Dr Margaretha M. Hendriks-Ririmasse moderated a hearing session, and invited Ms Lois McCullough Dauway to present highlights of the first report of the programme committee core group. The executive committee appreciated greatly the clarity of the group's articulation of the programme committee's role. H.E. Metropolitan Prof. Dr Gennadios of Sassima expressed dismay that the work of Faith and Order seems markedly diminished within the profile of the programmatic work.

15 STAFFING

15.1 Staffing report

Rev. Dr Walter Altmann moderated a closed decision session. Rev. Dr Samuel Kobia presented the staffing report, noting that staffing changes since February 2009 have been guided by the priorities determined by the executive committee at that time.

15.1.1 Appointments

The executive committee approved by consensus:

- to appoint Dr Mathews GEORGE (Mar Thoma Syrian Church, India) as Programme Director for Public Witness and Director of CCIA as of 1 July 2009 for a period of 3 years.
- to appoint Dr Rogate MSHANA (Evangelical Lutheran Church in Tanzania, Tanzania) as Programme Director for Justice, Diakonia and Responsibility for Creation as of 1 July 2009 for a period of 3 years.
- to appoint Ms Faautu TALAPUSI (Congregational Christian Church in Samoa) as Programme Executive for Youth as of 1 September 2009 for a period of 3 years.

The executive committee noted that the director-level appointments were made in an interim manner by the officers in June 2009, in light of time-critical needs within the council. The decision of the executive committee at this time is understood as a ratification of the action of the officers.

15.1.2 Contract extensions

The executive committee approved by consensus:

- to extend the contract of Rev. Deborah DeWINTER, whose contract ends on 31 August 2010. An extension of this contract will render it indefinite starting 1 September 2010. The general secretary noted that Ms DeWinter will be relocating to Geneva.
- to extend the contract of Father Gervasis KARUMATHY, whose contract ends on 31 December 2010, for a second three-year extension from 1 January 2011 to 31 December 2013. The seconding body, the PCPCU has been consulted and fully supports the extension.
- to extend the contract of Rev. Dr Odair MATEUS, whose contract ends on 31 December 2010, for a second three-year extension from 1 January 2011 to 31 December 2013.

Metr. Dr Vasilios of Constantia-Ammochostos expressed the hope that the current arrangement, in which Rev. Dr Odair Mateus divides his time between the Bossey faculty and Faith and Order, could be re-examined in light of the need to strengthen the staffing of Faith and Order.

H.E. Metropolitan Prof. Dr Gennadios of Sassima expressed his disappointment that the officers of the Faith and Order Commission were not involved in the evaluation of the staff in that area. The general secretary noted that, according to the current by-laws, the commission is involved in staffing decisions regarding the director, but not the programme-level staff. It was noted that the proposed creation of a personnel committee would signal a change in practice in this kind of situation.

15.1.3 Vacancies

The general secretary reported that there are no new vacancies to be opened at this time.

15.1.4 Update on staffing since the last central committee

The executive committee received the following information on staffing changes since the February 2008 meeting of the central committee:

The executive committee, at their meeting in Geneva, 11-12 February 2008 authorized the opening of a vacancy for the position of Programme Executive: Economic Justice:

- Ms Athena PERALTA has been invited to continue her services as Consultant on Poverty, Wealth and Ecology: Impact of economic Globalization, until 31 December 2009. She is located in Manila, The Philippines.

The following staff members have assumed their responsibilities:

- Rev. Dr John GIBAUT (Anglican Church of Canada), Director of Faith and Order, started work on 1 January 2008.
- Mr Daniel RICHARDS (Greek Orthodox Patriarchate of Jerusalem), EAPPI Local Programme Coordinator in Jerusalem, started work on 4 July 2008.
- Mrs Kelly BROWNLEE (Methodist Church), USA, Development Officer Foundations, started work on 7 July 2008.
- Rev. Dr Daniel BUDA (Romanian Orthodox Church), Programme Executive for Church and Ecumenical Relations, started work on 1 January 2009.
- Mr Lawrence Michael John BAXTER-BROWN (Church of England), Consultant for Evangelism, started work on 15 January 2009.
- Dr Nigussu LEGESSE (Ethiopian Orthodox Tewahedo Church), Programme Executive for Regional Relations, started work on 1 May 2009.
- Rev. Dr Hielke WOLTERS (Protestant Church in the Netherlands), IMD Director as of 1 July 2009 (transfer).

The following staff, interns, and consultants have been appointed under the authority of the general secretary:

- Ms Nan BRAUNSCHWEIGER (Church of Scotland), as IEPC Coordinator effective 1 September 2008.
- Ms Maria Cazilda CHAVEZ QUISPE (Methodist Church in Bolivia), Bolivia, Indigenous Peoples Consultant, started work on 1 December 2008.
- Mr Packiaraj ASIRVATHAM (Church of South India), Youth Intern, started work on 1 February 2009.
- Ms Emma Louise HALGREN (Uniting Church in Australia), Youth Intern, started work on 1 February 2009.
- Mr James MACHARIA (Presbyterian Church in Kenya), Youth Intern, started work on 1 February 2009.
- Ms Aikaterini PEKRIDOU (Church of Greece), Youth Intern, started work on 1 February 2009.

- Mr Mark TAYLOR (United Reformed Church), Youth Intern, started work on 1 February 2009.
- Mr Calle ALMEDAL (Roman Catholic), Consultant for "HIV Competent Church", started work on 16 April 2009.
- Mr Manuel QUINTERO (Reformed-Presbyterian Church of Cuba), International Coordinator for EAPPI, started work on 1 August 2009.
- Mr Nader MUADDI (Greek Orthodox Church, Patriarchate of Jerusalem), EAPPI Advocacy Officer in Jerusalem, hired through ICC, started work on 3 August 2009.
- Rev. Sang Youn LEE (The Korean Methodist Church), Income Development Consultant, will start work on 1 September 2009.
- Mr Lambert Chitranjan Devadasen SOLOMON (Church of South India), Communication Officer for the Palestine Israel Ecumenical Forum, will start work on 1 September 2009.

The following specialized and house staff have been appointed under the authority of the general secretary:

- Mr Samir RAHMANI, Dishwasher, Ecumenical Institute Bossey, started work on 1 January 2009.
- Ms Andrea TALANCHA ROSAS, Housekeeper, Ecumenical Institute Bossey, started work on 1 January 2009.
- Ms Najat EL-AMIRI DRABI, Housekeeper, Ecumenical Institute Bossey, started work on 9 February 2009.
- Mr Jean-Nicolas BAZIN (Reformed Church of France), Coordinator of Finance, Services and Administration (FS&A) from 1 April 2009. Mr Bazin has been interim coordinator of FS&A since March 2008.
- Ms Greta HOVDA, Project Assistant for the Project on Human Rights, started work on 3 June 2009.
- Ms Marcia BAUER-KAPANCI, English Teacher, Ecumenical Institute Bossey, started work on 15 June 2009.
- Ms Céline GENOUD DIAKOFF, Receptionist, Ecumenical Institute Bossey, started work on 1 July 2009.

15.1.5 Departures

The executive committee received the following information on recent and upcoming departures:

The following staff left the services of the council since February 2008:

- Mr Michiel HARDON, Programme Executive, Economic Justice, left on 1 May 2008.

- Ms Jennifer ROSKE, Project Assistant, Decade to Overcome Violence, left on 1 May 2008.
- Ms Denyse LEGER, Coordinating Librarian, left on 31 May 2008.
- Rev. Dr Geiko MULLER-FAHRENHOLZ, Consultant/IEPC, left on 30 June 2008.
- Rev. Dr Hans UCKO, Programme Executive in the Inter-religious Dialogue and Cooperation programme, left on 30 June 2008.
- Ms Samia OURAIED, Administrative Assistant in the programme, Unity, Mission, Evangelism and Spirituality, left on 31 July 2008.
- Rev. Matti PEIPONEN, Programme Executive in Justice, Peace and Creation, left on 31 August 2008.
- Ms Anna EISENHOFFER, Project Assistant in Health and Healing, left on 1 December 2008.
- Rev. Ian ALEXANDER, International Coordinator for EAPPI, left on 31 December 2008.
- Ms Tania ZARRAGA, Project Assistant in the programme, Justice, Peace and Creation, left on 31 December 2008.
- Ms Ursula ZIERL, Administrative Assistant in the General Secretariat, left on 31 December 2008.
- Ms Marta PALMA, Advisor to the WCC General Secretary on Children's Issues, left on 31 March 2009.
- Mr Carlos SINTADO, Consultant for Scholarships Project, left on 31 March 2009.
- Ms Marie THEVOZ, Receptionist, Ecumenical Institute Bossey, left on 31 March 2009.
- Ms Anaëlle RACORDON, Stagiaire in the WCC Library, left on 31 May 2009.
- Mr Jean-Christian VILLAT, CIS Manager, left on 31 May 2009.
- Ms Natalie MAXSON, Programme Executive for Youth, left on 31 July 2009.
- Ms Johanna NICOLE-STRANDELL, Project Accountant WCC, left on 31 July 2009.
- Mr Antsa RAKOTOARISOA, Youth Intern, left on 31 July 2009.
- Ms Brigitte SCHNEIDER, Project Assistant, Scholarships, left on 31 July 2009.

The following staff will leave the services of the council in 2009:

- Ms Cristina DE VAJAY, Publications Assistant, Communication, on 31 August 2009.
- Ms Matilda SVENSSON, EAPPI Communication and Advocacy Officer in Jerusalem, on 31 August 2009.

- Mr Jonathan REAMONN, Administrative Assistant, Communication, on 4 September 2009.
- Ms Marcia BAUER-KAPANCI, English Teacher, Ecumenical Institute Bossey, on 11 September 2009.
- Ms Simone ERGAS, Administrative Assistant in the General Secretariat, on 30 September 2009.
- Dr Aruna GNANADASON (Church of South India), Executive Director for Planning and Integration, on 30 September 2009.
- Rev. Elenora Giddings IVORY (Presbyterian Church, USA), Programme Director for Public Witness and Director of CCIA, on 30 September 2009.
- Mr Daniel RICHARDS (Greek Orthodox Church, Patriarchate of Jerusalem), EAPPI Local Programme Coordinator in Jerusalem, on 5 October 2009.
- Mr John ASHER, Office Administrator & Programme Assistant, US Office, on 31 October 2009.
- Ms Luzia WEHRLE, Programme Assistant, on 31 October 2009.
- Dr Tharcisse GATWA, Regional consultancy of WCC/ETE for Africa, on 31 December 2009.
- Dr Antone HOPE, Regional consultancy of WCC/ETE for Asia, on 31 December 2009.
- Ms Greta HOVDA, Project Assistant for the Project on Human Rights, on 31 December 2009.
- Mr Miroslaw MATRENCZYK, Programme Executive, Eastern Europe Office, on 31 December 2009.
- Dr William TEMU (Roman Catholic Church), Associate General Secretary for Programme, on 31 December 2009.
- Rev. Dr Dietrich WERNER (EKD), Programme Consultant for Ecumenical Theological Education (ETE), on 31 December 2009.

Concern was expressed about the seemingly-high level of staff departures in the recent period. It was noted that the current financial stability of the council is, to a certain extent, dependent on not filling vacancies. Yet this high departure rate may signal issues of staff morale and working conditions which are the duty of executive committee to analyze. It was hoped that the executive committee could understand the staffing profile in a deeper way, and noted that the proposed personnel committee could assist the executive committee to fulfill this function.

Rev. Dr Samuel Kobia noted that the duties of Planning and Integration, including planning, monitoring, evaluation and reporting, are being reorganized, rather than replacing the Executive Director for Planning and Integration.

15.1.6 Secondments

The executive committee received the following information on secondments:

Name of Staff	Country / Nationality	Present Role/Title	Seconding Body or Church	Duty Station
AGUADO Maria Ms	Spain	Roman Catholic Consultant in (P203)	Vatican/ PCPCU	Geneva
BROWNLEE Kelly Ms	USA	Development Officer-Foundations	ICCO	Geneva
FERGUSON Christopher Rev.	Canada	WCC UNLO Representative (P302)	United Church of Canada	UN, USA
HELLER Dagmar Rev. Dr	Germany	Prof. Ecumenical Theology (P501) & PE in F&O (P201)	EKD	Geneva
ISAAK Paul John Prof.	Namibia	Prof. Ecumenical Missiology (P501)	CWM,CEVAA, UEM	Ecum.Inst. Bossey
JONASSON Kjell Mr	Sweden	JIC Associate to the Executive Secretary	Church of Sweden	Jerusalem
KARUMATHY Gervasis Fr Dr	India	Prof. Ecumenical Biblical Hermeneutics (P501)	Vatican/ PCPCU	Ecum.Inst. Bossey
LEE Sang Youn Rev.	South Korea	Income Development Consultant	The Korean Methodist Church	Geneva
MATEUS Odair Rev. Dr	Brazil	Prof. Ecumenical Theology (P501) & PE in F & O (P201)	Christian Church (Disciples)	Ecum.Inst. Bossey
MONTEIRO Simei Ms	Brazil	Programme Executive in (P202)	United Methodist Church	Geneva
REICHEL Anja Ms	Germany	EAPPI (P305) EAs Support & Facilitator	EED	Jerusalem
SOLOMON Chitranjan Mr	India	Communication Officer, Palestine Israel Ecumenical Forum	ICCO	Geneva

15.2 Discussion

The executive committee requested that an update be given to the central committee on the ongoing analysis of the contributions of former staff within their churches and regions.

Concern was expressed about the lack of gender balance in the senior leadership of the council. It was hoped that the executive committee, perhaps through the vehicle of the proposed personnel committee, could address the perception among some governing body members that the council can be a difficult place for women to work.

Grave dismay was expressed about the breach of confidentiality which occurred within the search committee. The executive committee signaled its intent to discuss matters of confidentiality, mutual trust and responsible behavior at a future meeting.

16 DATES OF NEXT MEETINGS

Rev. Dr Samuel Kobia informed the executive committee of the following meeting dates:

- 23-26 February 2010 at Bossey
- 14-17 September 2010 near Edinburgh, Scotland
- 14-15 February 2011, followed by central committee 16-23 February 2011, presumably in Geneva
- 13-16 September 2011 in Addis Ababa (pending a formal invitation)
- 14-17 February 2012 in the Pacific region (pending a formal invitation)
- 27-28 August 2012, followed by central committee 29 August – 5 September in either Crete or Rhodes (pending a formal invitation)
- 19-22 February 2013 at Bossey

Members noted with regret that the intention to hold a meeting in New Orleans is no longer being pursued, due to the current financial situation of the churches in the US.

17 CLOSING ACTIONS

Rev. Dr Walter Altmann closed the meeting of the executive committee with appreciation for the work of the members and staff, and offered a prayer for guidance, courage and love.

18 APPENDIX I – MEMBERS PRESENT

Officers:	Rev. Dr Walter Altmann	Moderator
	Metr. Prof. Dr Gennadios of Sassima	Vice-Moderator
	Rev. Dr Margaretha Hendriks-Ririmasse	Vice-Moderator
	Rev. Dr Samuel Kobia	General Secretary
Members:	Bishop Ivan M. Abrahams	
	Dr Agnes Abuom	
	Archbishop Vicken Aykazian	
	Bishop Samuel R. Azariah	
	Ms Margareta Grape	
	Archpriest Mikhail Gundyaev (substitute)	
	Ms Hae Sun Jung	
	Rev. Carmen Lansdowne	
	Rev. Sanele Faasua Lavatai	
	Pastor Antonio P. Malungo	
	Mr Graham G. McGeoch	
	Metr. Dr Nifon of Targoviste	
	Ms Iyabo Oyekola	
	Rev. Dr Larry Pickens	
	Bishop Martin Schindehütte	
	Metr. Dr Vasilios of Constantia-Ammochostos	
Ex officio:	Dean Anders Gadegaard	
	Ms Lois McCullough Dauway	
Apologies:	Archbishop Dr Hilarion Alfeyev	
	Metr. Bishoy of Damiette	
	Ms Nerissa Celestine-James	
	Rev. Dr Tyrone Pitts	
	Ms Outi Vasko	
Staff:	Mr Jean-Nicolas Bazin	
	Mr Mark Beach	
	Ms Catherine Christ-Taha	
	Dr Aruna Gnanadason	
	Mr Georges Lemopoulos	
	Dr William Temu	
	Rev. Dr Hielke Wolters	
Minute-Writer:	Eden Grace	
Administration:	Ms Diana Chabloz	

19 APPENDIX II – MEMBERSHIP OF SUB-COMMITTEES

Assembly Matters

Dr Agnes Abuom
Rev. Dr Walter Altmann
Archbishop Vicken Aykazian
Archpriest Mikhail Gundyaev
Ms Lois McCullough Dauway
Ms Margareta Grape
Pastor Antonio P. Malungo
Rev. Dr Tyrone Pitts

Finance

Bishop Ivan Abrahams
Dean Anders Gadegaard
Dr Margaretha Hendriks-Ririmasse
Rev. Carmen Lansdowne
Ms Iyabo Oyekola
Bishop Dr Martin Schindehütte
Metr. Dr Vasilios of Constantia-Ammochostos

Staffing and Nominations

Bishop Samuel R. Azariah
Metr. Prof. Dr Gennadios of Sassima
Ms Hae Sun Jung
Rev. Dr Samuel Kobia
Rev. Sanele Faasua Lavatai
Mr Graham G. McGeoch
Metr. Dr Nifon of Targoviste
Rev. Dr Larry Pickens

20 APPENDIX III – PRINCIPLES OF ETHICAL BUSINESS CONDUCT

Scope

In the implementation of its programme work, and in the provision of administrative support services, WCC staff[1] have dealings with members of governing bodies, funding partners, government authorities, suppliers, beneficiaries, related organisations, colleagues and other third parties. The following ethical principles govern WCC's organisational practices in the conduct of those dealings.

Key concepts

As identified in the Code of Ethics for International Business for Christians, Muslims and Jews developed following a series of interfaith consultations from 1984 to 1993, "four key concepts recur in the literature of the faiths and form the basis of any human interaction." WCC's business ethics respect these four key concepts which are:

i. Justice and fairness in dealings
ii. Mutual respect
iii. Stewardship
iv. Honesty

Principles

The principles are a set of guidelines for good practice. Personal judgment may be required in their application to practical circumstances.

i) Justice and fairness in dealings

(1) Staff members are expected to be aware of laws and regulations and WCC policies governing their areas of responsibility, and to comply with them. Staff members are expected to seek advice when in doubt.

(2) WCC leadership, directors and managers have a special responsibility to act with justice and fairness and through example and communication to ensure that staff under their supervision understand and comply with the principles of ethical business conduct.

(3) Staff should avoid all conflicts of interest between work and personal life. A potential conflict of interest should be disclosed and guidance sought.

ii) Mutual respect

(1) The dignity and worth of all individuals shall be respected.

(2) Individual initiative and innovation is encouraged in an atmosphere of co-operation and trust.

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[1] WCC staff includes employees in Geneva and other offices, and executives appointed under consultancy contracts.

(3) Resolution of conflict or business problems is approached collaboratively, and is managed in a manner which is respectful towards individuals.

(4) Information of a confidential nature entrusted to staff during the course of their work will be treated with due respect and discretion.

iii) Stewardship

(1) Staff members are responsible as stewards for the careful and responsible management of resources entrusted to WCC's care. Resources are used wisely, and strictly for the intended purposes.

(2) Staff will not allow personal relationships to influence recommendations or decisions concerning financial support to beneficiaries.

(3) Business will be conducted with respect and consideration for the environment.

(4) Staff members are accountable as stewards to report on work in a manner which allows evaluation of the effectiveness of the programmes.

(5) Financial reporting will be reliable and timely, and appropriate documentation will demonstrate transparency in all transactions.

iv) Honesty

(1) Uncompromising honesty and integrity applies in all relationships and in all business dealings

(2) Staff will not abuse power or information for personal gain, advantage or prestige.

Application of the principles

Guidance on the application of the principles of ethical business conduct in specific circumstances is set out in the Staff Rules and Regulations and other policies.

Disciplinary measures will be taken in accordance with Staff Rules and other policies.

21 APPENDIX IV – ANTI-FRAUD AND CORRUPTION POLICY

Introduction and general statement

The WCC's *Principles of ethical business conduct* state that: *"Staff members are responsible as stewards for the careful and responsible management of resources entrusted to WCC's care. Resources are used wisely, and strictly for the intended purposes."*

In ensuring compliance with the above principle, the executive committee accepts the responsibility to take actions to detect and prevent fraud and corruption in the organisation.

Definition

Fraud is defined as the deliberate misuse or misapplication of the organisation's resources or assets. Such willful misuse of resources may include diverting funds for personal benefit or for purposes other than for which they were entrusted to WCC.

For the purposes of this policy the definition of fraud includes corruption. Corruption is defined as the abuse of entrusted power for private gain (*Transparency International).*

Scope

This policy establishes principles to guide staff[2] in preventing and combating fraud in the organisation and in activities in which the organisation takes part.

Principles

i. WCC leadership, directors and managers create, demonstrate and maintain a culture of honesty and irreproachable behaviour.

ii. WCC leadership, directors and managers implement procedures and controls to mitigate and, as far as possible, eliminate the risk of fraud. This includes continuous improvements in security over data and computer systems.

iii. An assessment of the risks of fraud in the organisation will be reviewed by the audit committee. An annual report on fraud risks and actions taken will be made to the finance sub-committee which will report any material matters to the executive committee.

iv. Staff members are required to report any concerns they may have regarding suspected fraud to their manager, to leadership or to the audit committee in accordance with a procedure to be provided by WCC leadership. Staff members will be assured that any such reports can be made in safety and confidence.

v. WCC leadership will ensure that staff are trained to be alert to warning signs of fraud.

vi. WCC leadership will ensure that formal agreements with WCC's partners in the implementation of its activities include the partner's undertaking to work actively to resist, prevent and detect all forms of fraud.

vii. WCC leadership will inform executive committee if it has reason to believe that there may be any fraudulent misuse of funds. In accordance with its *Framework Agreements for Ecumenical Partnership (FAEP)* WCC leadership will also inform the funding partner of "any use of funds which would undermine the spirit of mutual accountability" underlying the FAEP.

viii. In any case of fraud, disciplinary measures will be taken in accordance with Staff Rules and other policies.

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[2] WCC staff includes employees in Geneva and other offices, and executives appointed under consultancy contracts.